



## MARK REPORTING REFERENCE CARD

This reference card was prepared to provide simple step-by-step instructions for common tasks in SIS2000+. It is not intended to be a replacement for the documentation provided with the program. For more-detailed instructions, refer to the online documentation at:

<http://sis2000.usoe.k12.ut.us>

### HOW TO MARK GRADES FOR REPORT CARDS OR PROGRESS REPORTS

1. SIS2000+ | Mark Reporting | Class Marks
2. Select a term to grade.
3. Select a course to grade.
4. Click **Edit**.
5. Enter academic (/A) and citizenship (/C) grades for each student in the class. Grades must be in uppercase letters.
6. (OPTIONAL) Enter up to four comments.
7. (OPTIONAL) Enter a short note.
8. Click **Save**.
9. Select the next course to grade and continue from step #3 above until all courses have been graded.
10. Click **Quit**.

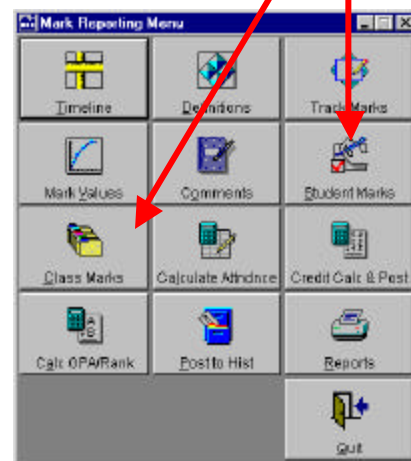
### HOW TO CALCULATE ATTENDANCE

*NOTE: This process is to be completed by the attendance clerk for each term-defined course after the grading term has finished and after all attendance marks have been finalized.*

1. SIS2000+ | Mark Reporting | Calc. Attend.
2. Click on the "Options" tab.
3. Fill in all field data.
4. Apply Select Query, if necessary.
5. Click **Calc**.
6. When it's finished processing, click **OK**.

### HOW TO VERIFY AND PRINT REPORT CARDS

1. SIS2000+ | Mark Reporting
2. Verify that all students have marks for all periods using one of the following:
  - ? Student Marks
  - ? Class Marks
3. SIS2000+ | Mark Reporting | Reports
4. Print Report Cards



### HOW TO POST MARKS TO HISTORY

*NOTE: This step should be executed as the very last step in the Mark Reporting process, only after Report Cards have been distributed and sufficient time has passed for all marks to have been verified, adjusted, corrected, recalculated, etc. This step may be repeated multiple times if mark changes are made.*

1. SIS2000+ | Mark Reporting | Post to Hist
2. Select criteria.
3. Click **Post**.
4. Click **Yes** to continue.
5. After marks are posted, click **OK**.